

To all:

Through the North American Fire Training Directors, Idaho has an opportunity to again furnish evaluators for the Assistance to Firefighters Grant Screening Groups. I am looking for volunteer evaluators to review and score the Assistance to Firefighters grant applications. As you know, the funding level for the FY 2004 program is the same as it was in 2003, i.e., \$750,000. Consequently FEMA is expecting a similar number of applications to be reviewed in 2004 as in 2003. We were successful in sending at least one evaluator to each session last year. Depending on response from other states, Idaho may again send an evaluator to each of the four 1-week review periods.

The evaluation periods are scheduled as follows with all evaluations taking place at the National Emergency Training Center (NETC) in Emmitsburg, Maryland.

April 12-16	Evaluation Group 1	April 19-23	Evaluation Group 2
April 26-30	Evaluation Group 3	May 3-7	Evaluation Group 4

Individuals volunteering to serve as evaluators should plan on traveling the day before the evaluation period and returning home the afternoon of the last day of the evaluation period. Travel costs will be reimbursed, and food and lodging will be provided at NETC. The support contractor will contact your volunteers to make the necessary travel arrangements and discuss reimbursement if a privately owned vehicle is being used. Transportation will be provided between the airport and NETC. No salary is authorized for personnel volunteering to evaluate the Assistance to Firefighter grant applications. Please be aware, for planning purposes, volunteer evaluators will be scheduled for the entire week. Grants management procedures prohibit interchanging evaluators during any given week.

Panelists should have a broad knowledge in a variety of areas of the fire service, since they will be reviewing applications from fire departments throughout the United States. This will help maintain the integrity of a "peer review" approach.

In order for me to forward nominations for the peer review panels, please provide EST the following information for each volunteer evaluator:

- Name
- Organizational name and position
- Mailing address
- Day and evening telephone numbers
- Email address
- Which Evaluation Group (1, 2, 3, or 4) you wish to serve on

Please submit this information **ASAP** via e-mail to Jerry Schroeder, Program Manager, Emergency Services Training  
[jschroed@pte.state.id.us](mailto:jschroed@pte.state.id.us)

I plan to submit all qualified names I receive to the federal contractor who makes the choices who serves on each Group. The first qualified respondents will be the first names submitted. I must submit all nominations not later than March 1st. I am sorry for the short notice, but I just received notification today. Thank you for your timely responses. Stay safe. jls